

Department of Social and Health Services

DP Code/Title: M2-LE Campus Security Upgrade
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2003-05 Version: 11 2003-05 Agency Request Budget

Recommendation Summary Text:

This decision package requests funding to obtain space and staff a receiving warehouse for storage and delivery of packages to Office Building 2 (OB-2) due to increased security protocols.

Fiscal Detail:

Operating Expenditures

	<u>FY 1</u>	<u>FY 2</u>	<u>Total</u>
Program 110			
001-1 General Fund - Basic Account-State	0	216,000	216,000
001-2 General Fund - Basic Account-Federal	0	12,000	12,000
001-A General Fund - Basic Account-DSHS Fam Support/Chi	0	21,000	21,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	0	60,000	60,000
Total Cost	0	309,000	309,000

Staffing

	<u>FY 1</u>	<u>FY 2</u>	<u>Annual Avg</u>
Program 110 FTEs	0.0	3.0	1.5

Package Description:

One of the recommendations coming from the General Administration (GA) Capitol Campus Security Study included restricted delivery access to campus buildings. If this protocol is adopted, it would require an alternate (off campus) receiving location for deliveries where screening and validation would be established. At this point, a single source for deliveries to OB-2 would occur. The department has been advised that it may be expected to bear this additional cost. At a minimum, the Department of Social and Health Services would have to secure a receiving warehouse space, hire staff, and deliver items to OB-2. This financial impact would likely begin in Fiscal Year 2005.

These costs would be the direct result of a significant increase in Capitol Campus Security protocols. To adhere to these protocols, agencies will have to pre-screen all items prior to delivery to their Capitol Campus offices. To do this, an off-campus receiving facility, equipment, and additional staff would be acquired.

Narrative Justification and Impact Statement

How contributes to strategic plan:

For the department and the division, the strategic plan and balanced scorecard center on improving business practices, partnering with our customers and clients, efficiently communicating information, and ensuring a safe environment for staff and clients.

Performance Measure Detail

Program: 110

Goal: 09K DSHS provides a safe environment for employees and clients.

No measures submitted for package

Incremental Changes
FY 1 FY 2

Reason for change:

This proposal addresses the problem of an increase in potential threats by any person or persons attempting to disrupt,

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incapacitate, or do harm to governmental operations and employees. Pre-screening of all deliveries to the campus would reduce the possibility of explosives or harmful biologicals being used to debilitate or injure staff or operations.

Impact on clients and services:

This change should have little direct impact on our clients or the services we provide to them.

Impact on other state programs:

If heightened security restrictions for the Capitol Campus are adopted and they include limited and pre-screened deliveries, the costs associated with these changes would have to be born collectively by the numerous campus tenant agencies or fall solely to GA.

Relationship to capital budget:

Due to the nature of an off-campus system for receiving goods, we estimate (based on volume) the need to lease an approximately 6,000 square-foot warehouse.

Required changes to existing RCW, WAC, contract, or plan:

Not applicable

Alternatives explored by agency:

As indicated above, this request is dependent upon the adoption of Capitol Campus Security protocols. An alternative would be for GA (or similar entity) to operate an off-campus receiving facility that would serve all campus tenant agencies.

Budget impacts in future biennia:

Costs would continue into future biennia and will be included in operating costs for the agency. The department estimates costs to be \$437,866 in the 2005-07 Biennium.

Distinction between one-time and ongoing costs:

There would likely be one-time start-up costs of \$65,000 for a delivery truck and pallet-jack, and \$24,600 for computers and phones for the warehouse personnel.

Effects of non-funding:

If the protocols are adopted for the campus, some means will have to be devised to accomplish pre-screening and secure deliveries to campus tenants. Non-adoption of the protocols increase the risk of a catastrophic event being perpetrated on one or more Capitol Campus buildings.

Expenditure Calculations and Assumptions:

See attachment - ASD M2-LE Campus Security Upgrade.xls

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<u>Object Detail</u>	<u>FY 1</u>	<u>FY 2</u>	<u>Total</u>
Program 110 Objects			
A Salaries And Wages	0	84,744	84,744
B Employee Benefits	0	25,716	25,716
E Goods And Services	0	101,260	101,260
G Travel	0	2,400	2,400
J Capital Outlays	0	89,600	89,600
T Intra-Agency Reimbursements	0	5,280	5,280
Total Objects	0	309,000	309,000

DSHS Source Code Detail

Program 110		<u>FY 1</u>	<u>FY 2</u>	<u>Total</u>
Fund 001-1, General Fund - Basic Account-State				
<u>Sources</u> <u>Title</u>				
0011 General Fund State	0	216,000	216,000	
<i>Total for Fund 001-1</i>	0	216,000	216,000	
Fund 001-2, General Fund - Basic Account-Federal				
<u>Sources</u> <u>Title</u>				
001B Social Security Disability Ins (100%)	0	5,000	5,000	
E61L Food Stamp Program (50%)	0	7,000	7,000	
<i>Total for Fund 001-2</i>	0	12,000	12,000	
Fund 001-A, General Fund - Basic Account-DSHS Fam Support/Chi				
<u>Sources</u> <u>Title</u>				
563I Title IV-D Child Support Enforcement (A) (66%)	0	16,000	16,000	
658L Title IV-E-Foster Care (50%)	0	5,000	5,000	
<i>Total for Fund 001-A</i>	0	21,000	21,000	
Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa				
<u>Sources</u> <u>Title</u>				
19UL Title XIX Admin (50%)	0	60,000	60,000	
<i>Total for Fund 001-C</i>	0	60,000	60,000	
Total Program 110	0	309,000	309,000	